

Electronic Resources Intern: Office of American Spaces



Project Title	Electronic Resources Intern: Office of American Spaces
Project Summary	Create (write and design) step-by-step navigation and research guides, powerpoint presentations, and light marketing materials for a digital library used by staff and visitors at the American Spaces worldwide.
Country	United States

Project Description

American Spaces are USG- supported venues located around the world and typically hosted by a university or library. American Spaces provide resources about the United States, foster English language learning, and promote study in the U.S. to the general public in the host country.

The Electronic Resources Intern, in coordination with staff on the Electronic Resources Team, will create guides on how to navigate and search commercial electronic resources in an online library (“eLibraryUSA”). The project also includes creating subject guides for resources on U.S. history, culture, and science.

For internal and external presentations on eLibraryUSA, the project includes creating PowerPoint slides.

Required Skills or Interests

Skill(s)
Editing and proofreading
Research
Writing

Additional Information

Preference is for a student pursuing a degree in Library and Information Science. Candidates with five or more years of work experience in a public or academic library will also be considered. Excellent database searching skills. Good writing and editing skills. Familiarity with G Suite (including Google Docs) and databases such as

JSTOR and Academic OneFile are a plus.

Language Requirements

Language	Speaking Proficiency	Reading Proficiency	Importance
Spanish	Limited working proficiency	Limited working proficiency	Nice to Have